

 <p style="text-align: center;">STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES</p> <p style="text-align: center;">Policy and Procedure</p>		POLICY AND PROCEDURE NUMBER 07.01.010	PAGE 1 of 4
		EFFECTIVE DATE January 3, 2012	
SUBJECT Commercial Drivers Licenses		SUPERSEDES 07.01.010	DATED June 15, 1991
CHAPTER Maintenance and Operations	SECTION General Maintenance and Operations	APPROVED BY Signature on File	

PURPOSE

This formalizes the policy and procedure (P&P) of the department on commercial driver licensure for the department's commercial drivers. Pursuant to revised federal regulations (49 CFR 383), effective April 1, 1992, Commercial Driver Licenses (CDL) will be required of all commercial drivers who operate certain types of vehicles. In Alaska, this includes state and municipal employees. This procedure defines which employees will be required to obtain a CDL, describes the CDL classes and endorsements, and provides guidelines to employees and supervisors.

POLICY

Pursuant to federal regulations (49 CFR 383), it is the policy of the department that employees are required to obtain a CDL if their job classification requires operation of a commercial vehicle or equipment.

PROCEDURE

Assignment of Responsibilities

1. Employees Required to Obtain Licenses

Employees in the following job classifications may be required to obtain at least the licenses listed below. Employees in other classifications may be required to obtain licenses if their job duties require equipment operation. As noted below, supervisors will determine the appropriate CDL for each position (III. A.4. "Supervisor Guidelines" below):

Job Classification	Class of CDL License
Equipment Operator Foreman II, WG 50	A
Equipment Operator Foreman I, WG 51	A
Equipment Operator Journey III/Lead, WG 52	A

STATE OF ALASKA

Department of Transportation and Public Facilities
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Commercial Drivers Licenses

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Equipment Operator Journey II, WG 53	A
Equipment Operator Journey I, WG 54	A
Equipment Operator Sub-Journey II, WG 56	B
Mechanics Automotive Foreman II, WG 51	A
Mechanics Automotive Foreman I, WG 52	A
Mechanics Automotive Specialist/Lead, (Heavy Duty only)WG 53	A
Mechanics Automotive Journey, WG 54	A
Maintenance Specialist Journey II/Lead WG 51	B (optional)

2. License Classes

The Division of Motor Vehicles (DMV) administers the road, vision and written tests.

DMV locations and online services can be found on their web site at:

<http://doa.alaska.gov/dmv/akol/index.htm>

The Alaska Commercial Driver License Manual is located on the DMV web site at:

<http://doa.alaska.gov/dmv/cdlmanual/manual.pdf>

a) Class A License

Allows an employee to operate any combination of vehicles of more than 26,000 pounds GVRW, providing the GVRW of any vehicle(s) being towed is more than 10,000 pounds.

b) Class B License

Allows an employee to operate a single vehicle with a GVRW of more than 26,000 pounds or any such vehicle towing another weighing 10,000 pounds or less.

c) Class C License

Allows an employee to operate vehicles where the towing vehicle has a GVRW of less than 26,000 pounds and the towed vehicle has a GVRW of less than 10,000 pounds, but the combined weight is greater than 26,000 pounds.

3. Endorsements

For most positions these endorsements are optional. Management has limited the number of positions that require hazardous materials and tanker endorsement. The

employer will pay costs for the hazardous materials endorsement and fingerprinting. These requirements are documented in the position description of records.

a) H - Hazardous Materials

This is required for employees operating a vehicle carrying hazardous materials in regulated amounts. Applicants must pass a knowledge test. This endorsement requires the CDL applicant to pass a background check.

b) N - Tanker

Any vehicle intended for hauling liquids in bulk (tank trucks). Applicants must pass a knowledge test.

4. Employee Guidelines

- a) Employees are required to maintain the type of CDL required for their position.
- b) Employees in certain rural communities may be exempt from the CDL and subject to the off-highway driver license option. DMV procedures must be adhered to if a community subject to the off-highway license option is no longer exempted. The DMV web site guiding rural driving location is located at: <http://doa.alaska.gov/dmv/akol/rural.html#offd>

The list of the communities covered by the off-highway driver license option is located at this DMV web site:

http://doa.alaska.gov/dmv/dealer/sop_reg/R002_Exempt_Areas.htm

- c) Employees required to obtain a CDL will be personally responsible for paying all license and/or testing fees established by the DMV. The CDL is a condition of employment.
- d) If for any reason the employee is disqualified from possession of a CDL, the employee must notify the department immediately. The employee may be reassigned, demoted, or dismissed for inability to perform the work. (For additional information regarding the consequences of being disqualified from a CDL, see Policy and Procedure (P&P) 08.02.010 *Loss of Driver's License*, on the department's policy and procedure web page at: http://www.dot.state.ak.us/admsvc/pnp/assets/chapt_8/08_02_010.pdf)
- e) Any monetary fines imposed on an employee for improper operation of a motor vehicle, including but not limited to operating a commercial vehicle without a CDL, will be the responsibility of the employee.

5. Supervisor Guidelines

- a) For purposes of this policy, a supervisor is the first level supervisor outside the bargaining unit of the employee required to obtain a CDL.
- b) All requests for union referral of Labor, Trades, and Crafts (LTC) employees to positions which include operation of vehicles for which a CDL is required shall include the requirement that the applicant possess the appropriate CDL and endorsement, if applicable. Supervisors will assure that new employees possess the appropriate CDL.
- c) The position descriptions (PDs) for positions that require a CDL will include a provision stating the class and endorsements of the CDL required. All PDs requiring a CDL will be revised by the supervisor processed through OPD (online position description system).
- d) Human Resources will work directly with supervisors when DMV/CDL match report indicates a position requiring a CDL has an incumbent without a current CDL license.

AUTHORITY

49 CFR 383

IMPLEMENTATION RESPONSIBILITY

Deputy commissioner, highways and public facilities, All regional and system directors, all maintenance and operations directors, all supervisors of employees who operate commercial motor vehicles.

DISTRIBUTION

All department employees via the DOT&PF website